

**COMPETITIVE**

**DEVELOPMENT GROUP**

**POLICY**

## TABLE OF CONTENTS

<b><u>Paragraph</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
1	Purpose	3
2	References	3
3	Program Description	4
4	Objectives	4
5	Eligibility	4
6	Responsibilities	4
7	Personnel Servicing and Career Management Support	10
8	Rating Chain	10
9	Resources	11
10	Selection Board	11
11	Developmental Assignments and Placements	11
12	Records	11
13	Program Completion	12

## FIGURES

Figure 1	Army Acquisition Corps Quality Achievement Factors Guide for Career Planning	6
Figure 2	Civilian Acquisition Career Model	7

**1. Purpose.** This policy governs the implementation, operation, and administration of the Competitive Development Group (CDG) program. It establishes general requirements for selection to and participation in the program.

**2. References.**

A. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990.

B. DoD 1400.20-1-M, DoD Program for the Stability of Civilian Employee Policies, Procedures, and Programs.

C. DoDD 5000.52, Defense Acquisition Education, Training, and Career Development Program.

D. DoD 5000.52-M, Acquisition Career Development Program.

E. DoDI 5000.58, Defense Acquisition Workforce

F. Defense National Relocation Program (DNRP) Employee Handbook

G. Joint Travel Regulations

H. AR 70-1, Army Acquisition Policy

I. AR 690-950, Civilian Career Management.

J. DA Pam 690-43, A Supervisor's Guide to Career Development and Counseling for Career Program Employees.

K. DA Pam 690-46, Mentoring for Civilian Members of the Force.

L. DA Pam 690-400, Total Army Performance Evaluation System (TAPES) and DoD Acquisition DRAFT Federal Register, Contribution-based Compensation Appraisal System (CCAS).

M. DA Memorandum 600-2, Policies and Procedures for Active Component Officer Selection Boards.

N. Memorandum, SARD-ZAC, July 18, 1997, subject: Amendment to Army Acquisition Corps Policy Memorandum #96-04, Army Acquisition Corps Eligibles Program.

**3. Program Description.** The CDG program is a three-year developmental training program that offers high-potential, board-selected Corps Eligible (CE) Army personnel expanded training, leadership, and other career development opportunities. It is designed to develop civilian acquisition leaders for the Army of the 21st century. Program selectees will be assigned to a centrally funded generic position description on the Army Acquisition Executive Support Agency (AAESA) Table of Distribution and Allowances (TDA). Selectees will then be placed in developmental assignment profiles throughout the acquisition community based on the needs of the Army, the AAC, and the selectee's individual education, experience, and training needs.

Members of the CDG program will receive priority access to cross-functional training and advanced leadership and management courses. Graduation from the program will entail successful completion of the requirements identified in each member's Individual Development Plan (IDP). CDG program graduates will be accessed into the Army Acquisition Corps (AAC) upon the completion of the three-year program or upon selection to a Critical Acquisition Position (CAP), whichever comes first.

#### **4. Objectives.**

- A. To competitively board-select the best qualified Corps Eligible applicants;
- B. To broaden and reinforce leadership and management skills;
- C. To develop leaders representing a broad cross-section of Acquisition Career Fields (ACFs);
- D. To expand acquisition experience by one or more ACF, organization, and/or command element.

**5. Eligibility.** CDG applicants must be certified as an AAC Corps Eligible (CE) or be a Corps member who can laterally transfer into Broadband III of the Technical Management/Business Management Professional career path of the Acquisition Workforce Personnel Demonstration project.

#### **6. Responsibilities.**

**A. Director, Acquisition Career Management (DACM).** The DACM is responsible for the Army's CDG program. He has assigned responsibility for functional execution to the Deputy Director, Acquisition Career Management (DDACM).

**B. Deputy Director, Acquisition Career Management.** The DDACM manages the CDG program, and has directed the Acquisition Career Management Office (ACMO) to develop, implement, and provide oversight of the program. The DDACM is

the convening authority for the CDG Selection Board, and, as such, has final approval authority over the board results.

### **C. Acquisition Career Management Office.**

(1) The ACMO provides overall CDG program oversight. The ACMO will develop and implement the CDG program. It will develop and maintain the program policies and procedures. It will manage the placement of CDG members into developmental assignments in accordance with individual developmental needs, the Quality Achievement Factors (QAFs, Figure 1), and the Civilian Acquisition Career Model (Figure 2). (Note: Figures 1 and 2 were developed using the traditional title 5 General Schedule 15-grade structure and will therefore be adapted to fit new broad banding structures resulting from the S&T Laboratory or DoD Acquisition Workforce demonstration projects). The ACMO will consider Army needs and requirements, the CDG member's needs and requirements, and the distribution of CAPs when placing individuals into CDG developmental assignments. The ACMO will develop an orientation seminar, assist in the creation of IDPs, and, when possible, provide CDG members with priority placement into required education and training courses.

ACMO personnel will coordinate CDG policy and procedural issues with the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) (OASA-[M&RA]), the Acquisition Management Branch (AMB) of the U.S. Total Army Personnel Command (PERSCOM), resource management personnel, gaining commands, and other organizations as appropriate. Additionally, the ACMO recommends CDG Selection Board members to the Commander, PERSCOM.

The ACMO will establish Memoranda of Agreement (MOA) between the Office of the DDACM and the commanders of locations where members will be placed.

(2) Proponency Officers. ACMO Proponency Officers will provide ACF guidance for all policy issues and will assist with placement of CDG members into developmental assignments. The Proponency Officers (along with Functional Acquisition Specialists [FASs]), will serve as subject matter experts for the respective ACFs and will assist with the creation of IDPs for the CDG members.

**D. Civilian Personnel Operations Centers (CPOCs) and Civilian Personnel Advisory Centers (CPACs).** CPOCs and CPACs support the CDG members by providing civilian personnel administrative services to CDG members in their areas of responsibility. CPACs make the official job offer to the CDG members. CPOCs and

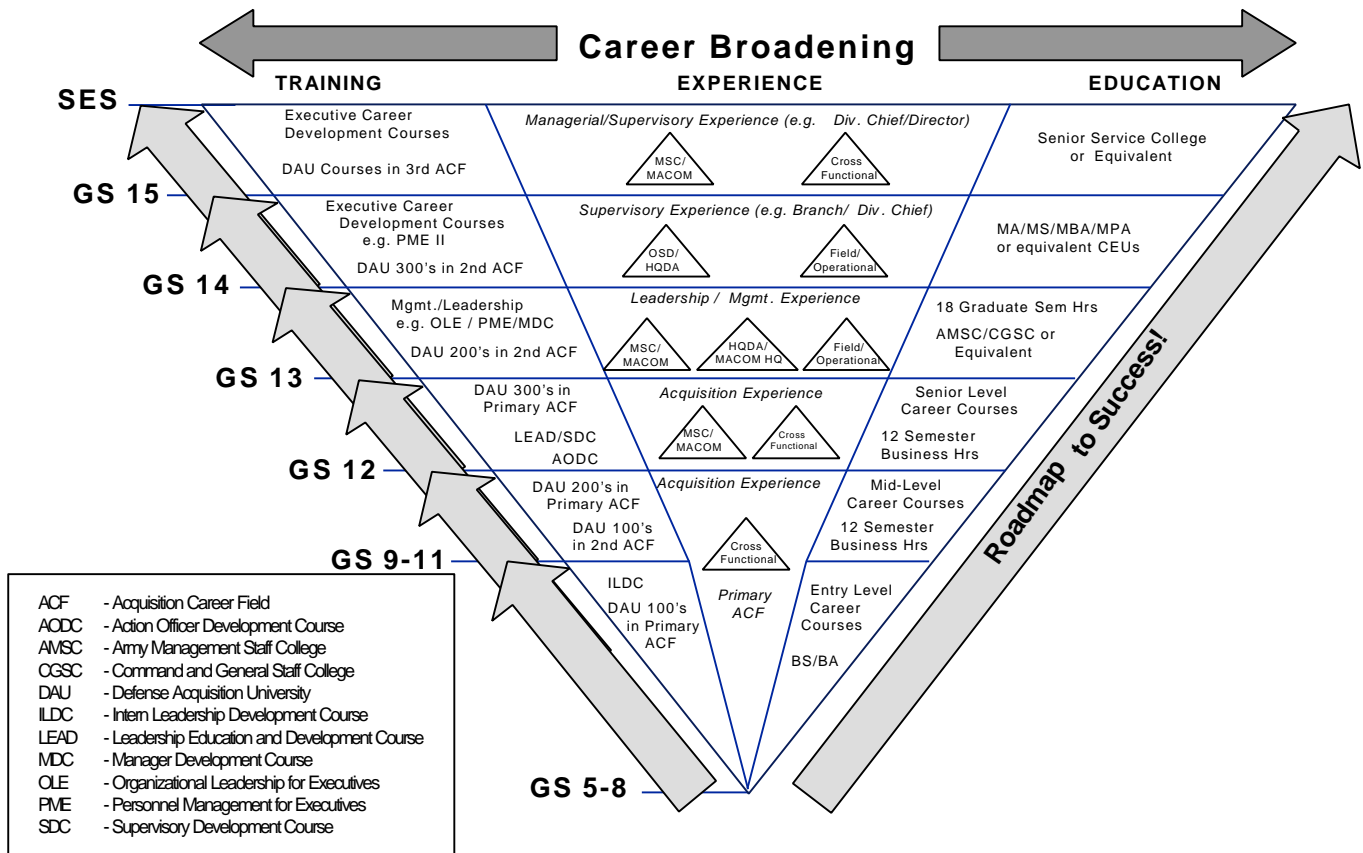
**Figure 1 - Acquisition Corps Quality Achievement Factors Guide for Career P**

FOR GRADE	CERTIFICATION LEVEL	EDUCATION	EXPERIENCE
<b>GS-14</b>	III in primary Acquisition Career Field (ACF) II in secondary ACF	BA/BS + 18 graduate semester hours  Army Management Staff College OR Command and General Staff College OR equivalent	Leadership or management experience  Operational or field level assignment*  Two (2) MACOM, MSC or joint service assignments**  HQDA or MACOM HQ assignment
<b>GS-15</b>	III in primary ACF III in secondary ACF	MA/MS/MBA/MPA OR equivalent  Continuing Education Units	Supervisory experience, e.g., division or branch chief  Two (2) operational or field-level assignments*  Two (2) MACOM, MSC or joint service assignments**  HQDA or MACOM HQ assignment  HQDA or OSD assignment
<b>SES</b>	III in primary ACF III in second ACF III in tertiary ACF	MA/MS/MBA/MPA + Continuing Education Units  Senior Service College	Managerial/supervisory experience, e.g., director  Two (2) operational or field-level assignments*  Three (3) MACOM, MSC or joint service assignments**  HQDA or MACOM HQ assignment  HQDA or OSD assignment

\*Operational/field-level assignments include assignment to or in support of PEO/PM offices, TRADOC System Management Offices, etc.

\*\*Joint service assignments include acquisition positions in other DoD and Federal agencies, as well as private industry. Also included are assignments/details on Selection Evaluation Boards and HQDA/MACOM study teams, "Tiger Teams," and special projects. Assignments in PEO offices equate to MACOM assignments commands in selecting assignments for additional career broadening.

\*\*\*Self-development training includes professional seminars, refresher courses, professional certificate programs, etc.



**Figure 2 – Civilian Acquisition Career Model**

CPACs may seek clarification of CDG and/or other acquisition issues from the Acquisition Career Management Advocates (ACMAs) and the Acquisition Workforce Support Specialists (AWSSs).

**E. Assistant Secretary of the Army (Manpower and Reserve Affairs).** The ASA(M&RA) provides authoritative advice on the feasibility and impact of plans, decisions, policies, and programs related to and/or affecting human resources in the total workforce.

**F. Commanders, Program Executive Officers (PEOs), and Program/Project/Product Managers (PMs).** Commanders, PEOs, and PMs sign the Memoranda of Agreement (MOA) with the ACMO and the Functional Chiefs' Representatives (FCRs), as required, and work through the ACMAs and AWSSs to support the CDG program within their respective organizations.

**G. Gaining Organization.** The gaining organization has the responsibility of the day-to-day supervision and management of the CDG member. It is responsible for preparing the SF-52, Request for Recruitment Action, to reassign the CDG member to AAESA's rolls. This action is considered a reassignment at the same grade or band level. The gaining organization, through the immediate supervisor, is responsible for

ensuring the CDG member is placed in a productive developmental assignment, given an adequate workplace, and is released for training and education in accordance with the IDP. The gaining organization is also responsible for requesting Permanent Change of Stations (PCS) and Defense National Relocation Program (DNRP) support.

(1) Sponsor. The CDG member's sponsor will senior-rate the member. The sponsor will assist the CDG member and his supervisor in ensuring that the IDP is fully implemented. The sponsor will generally be the ACMA, or another AAC senior leader (previously GS-15 or equivalent and above) designated by the ACMA, at the CDG member's new location. In general, there will be one sponsor per location or region where CDG members are assigned.

(2) Supervisor. The CDG member and the immediate supervisor will create the CDG member's preliminary IDP. The supervisor will be an AAC member and will ensure training, education, and developmental activities are synchronized to maximize training and education experiences with developmental activities. The supervisor and CDG member will sign the IDP. The immediate supervisor will rate the member and is responsible for providing annual TAPES or Contribution-based Compensation Appraisal System (CCAS) evaluations as appropriate, completing CDG member evaluations as necessary, and sending time and attendance cards to the administrative support office at the member's servicing location.

**H. Army Acquisition Executive Support Agency.** AAESA provides resource and personnel management support for the CDG program.

(1) Resource Management Division. All resource and manpower management requirements associated with the CDG program will be administered through the AAESA Resource Management Division. The execution of funds for actions associated with the selection of CDG members, to include selection boards, orientation programs, reassignments, as well as payroll, training, and travel in support of the CDG program, will be authorized by the Resource Management Division.

(2) Personnel Management Division. The AAESA Personnel Management Division provides support for personnel actions, to include coordination and initiation of personnel actions affecting CDG members, position classification and evaluation, and standard interpretation and guidance.

#### **I. Acquisition Management Branch of PERSCOM.**

(1) AMB manages the conduct of the CDG board. AMB schedules the room; selects the members; prepares the Memorandum of Instruction (MOI) to board members; maintains the Acquisition Civilian Record Brief (ACRB); integrates the ACRBs into the applicant's files for board review; matches Senior Rater Potential Evaluations (SRPEs) to CDG applications; conducts the CDG Selection Board; completes the board report; provides the Office of the DDACM with a detailed board



after-action report that can be released to the Acquisition Workforce AAW with appropriate demographic information and comments from the board; and assists in the announcement of the selectees.

(2) **Functional Acquisition Specialists (FASs)** . FASs facilitate central management of CDG members throughout the CDG program and for the remainder of their Army Acquisition careers. FASs assist in the creation of IDPs. The FASs, along with the Proponency Specialists, will serve as subject matter experts for the respective ACFs and will assist in the placement of CDG members into appropriate developmental assignments. CDG members will be assigned to a FAS based upon the member's ACF. FASs are responsible for validating each member's experience, education, and training, and for entering the information into the DACM Database via the Acquisition Data Review System (ADRS) for future central management considerations. FASs, in conjunction with the ACMO, will identify positions and recommend and assist members with planned placements for after the completion of their developmental assignment(s).

**J. Functional Chief Representatives.** The FCRs are civilians selected by the Career Program Functional Chiefs (FCs), holding top-level positions in the occupational fields associated with acquisition career programs. The FCRs nominate potential CDG board members. They will identify appropriate assignments and recommend placement of CDG members into those assignments that fit the CDG member's education, experience and training needs. The FCRs and/or their representatives will provide functional oversight to the creation of IDPs for the selectees at the orientation. The FCRs will, based upon the needs of the Army and the individual needs of the member, be involved with placement of CDG members into follow-on positions upon program completion. FCRs will provide leadership development advice within their respective career programs. They are an integral part of the success of the program, providing advice to the CDG members, the ACMO, and the FASs.

**K. Acquisition Career Management Advocates/Acquisition Workforce Support Specialists.** ACMAs and AWSSs will provide guidance to members of their respective commands and/or geographical areas regarding CDG program application information. ACMAs and AWSSs will identify CDG developmental assignments and recommend placement of CDG members into assignments that fit the CDG member's developmental needs. ACMAs may serve as sponsors to CDG members at their location. They will provide feedback to the ACMO on the CDG program.

**L. CDG Members.** Upon selection to the program and being placed in a developmental assignment, CDG members are expected to perform at the highest level possible while within the program. They are also expected to complete the education, experience, and training outlined in their IDP; this responsibility is accepted when they sign their IDP during the orientation.

## **7. Personnel Servicing and Career Management Support.**

A. Servicing civilian personnel support will be provided to each CDG member by the CPOC or CPAC that provides support to the organization to which the CDG member is assigned.

B. All CDG members at a particular installation will be placed in one competitive area that is separate from any other organizational element at that installation.

C. The Department of Defense Civilian Personnel Management Service has confirmed that the Priority Placement Program (PPP) exception contained in DoD Manual 1400.20-1-M, Chapter 4, paragraph C2b is applicable to employees selected for the AAC CDG program. This exception applies to reassignment into and out of the CDG program.

D. PCS and Defense National Relocation Program (DNRP) entitlements will be authorized and paid for by the Office of the DDACM in accordance with Volume 2 of the Joint Travel Regulation for PCS, and the DNRP Employee Handbook guidelines if a CDG member is reassigned to a different geographic location. At the time the CDG member accepts a government position requiring relocation, he will be responsible for requesting PCS/DNRP through the losing organization.

E. Members will be centrally managed throughout the program and for the remainder of their Army Acquisition careers, by the AMB and the appropriate FAS.

F. MOA will be established among the DACM, the commanders (or equivalent position) of locations where selectees will be placed, and FCRs as necessary. These MOA will outline the specific responsibilities of the organization to which the CDG member will be assigned, how that member will receive personnel support, salary, and other administrative support, as well as the organization's responsibilities for training and development of the CDG member while he is in the assignment.

G. Disciplinary actions will be handled by following personnel processes and procedures. However, the ACMO must be notified immediately if such actions are under consideration.

## **8. Rating Chain.**

A. The immediate supervisor will serve as the rater for the CDG member. The senior rater will be the CDG member's sponsor. Some circumstances may make the preceding rating chain inappropriate. As an example, the sponsor may be the immediate supervisor of the CDG member. The sponsor may elect not to serve as the senior rater due to such factors as infrequent contact with the CDG member, geographic distance, or lack of a functional relationship with the organization to which the CDG member is assigned. Under these circumstances the ACMA will designate the senior

rater from within the chain of command where the CDG member is assigned. For all CDG members, the immediate supervisor must be an AAC member who is Level 3 certified in the CDG's assigned career field.

B. Letter input is appropriate and required for all details and/or other special assignments lasting 120 days or longer which are outside the CDG member's current position. Letter input covering periods less than 120 days are optional and may be provided to the rater at any time during the rating period.

C. CDG members on long-term training in academic environments or on developmental assignments or details should have performance plans based on their course curriculum or work assignments as appropriate.

D. Performance awards may be authorized for the CDG member as recommended by the rater. The award should be processed locally and then forwarded for approval to the Director, ACMO. AAESA's Resource Management Division will provide fund certification and will forward the approved documentation to the appropriate CPOC or CPAC. Other Contribution-based or accomplishment awards such as On-the-Spot Cash awards are the responsibility of the host organization.

**9. Resources.** The CDG program will be centrally funded by the Office of the DDACM. Resources will be administered through the Resource Management Division. CDG positions will be documented on the AAESA TDA. The Office of the DDACM will provide the funds for the cost of salaries, award payments, pay and allowances, travel, training, PCS, and other costs associated with CDG members. Recommendations for incentive awards will be forwarded to the ACMO for review.

**10. Selection Board.** The CDG selection board will be conducted by PERSCOM using DA Memo 600-2. The board will annually select the best-qualified applicants for participation in the CDG program.

**11. CDG Developmental Assignments and Placements.** The Office of the DDACM has overall responsibility for the placement of CDG members into developmental assignments. The FASs and ACMAs will assist the ACMO with placement. Army needs and requirements, the CDG member's needs and requirements, and the distribution of CAPs will be paramount when placing individuals into these developmental assignments. The Office of the DDACM will retain delegated position classification authority for all CDG positions.

**12. Records.** The Office of the DDACM will maintain the MOA and other records pertaining to the execution of the CDG program. IDPs and any other CDG program working papers will be retained in the individual CDG member's career management individual file (CMIF) in accordance with AR 25-400-2. The CMIFs will be maintained by the FASs.

**13. Program Completion.** Successful completion of the CDG program entails achievement of the goals identified in each member's IDP over a three-year period or successfully competing for a promotion into a CAP, both of which will result in accession of non-AAC members into the AAC. CDG members who have not received a promotion to a CAP position, but have successfully completed their IDP objectives, will be laterally reassigned to a position fulfilling one or more of the following requirements:

- A. Greater responsibility in an ACF in which they have served prior to the CDG program;
- B. A position in an ACF for which they have become qualified during the CDG program;
- C. Any position fulfilling a short or long-range goal on his IDP;
- D. A position at a different echelon, organization or command.